



DEPARTMENT OF THE ARMY
LAW ENFORCEMENT COMMAND
FORT LEONARD WOOD, MISSOURI 65473-5600

REPLY TO
ATTENTION OF

ATZT-LEC

MEMORANDUM FOR The Law Enforcement Command

SUBJECT: Law Enforcement Command Policy #17 (Operations Reports)

1. REFERENCES.

- a. TRADOC Regulation 1-8, TRADOC Operations Reporting, 13 November 2001.
- b. FLW Regulation 525-3, Command Reporting, 24 November 2003.

2. PURPOSE. To provide prescribe policy and procedures for preparing and submitting Operations Reports (OPREP).

3. SCOPE. Applies to all military personnel assigned to the Law Enforcement Command. This policy does not eliminate the requirement for the submission of SIRs and CIRs by PM Operations.

4. GENERAL. The OPREP is used to report any significant incident involving soldiers, family members, or DOD/DA civilians on a TRADOC installation and/or in its area of responsibility as outlined in AR 5-9 to HQ TRADOC. Specific incidents are listed in the references above.

5. POLICY.

- a. All leaders will familiarize themselves with the references above so that they can quickly identify the need for an OPREP if applicable.

- b. The format contained in Appendix B to FLW Regulation 525-3, will be used to prepare an OPREP.

- c. An initial draft of the OPREP will be forwarded via email to the LEC XO for review and approval within 3 hours of discovery or notification. OPREPs must be submitted to the FLW EOC within 4 hours of discovery or notification.

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6. RESPONSIBILITIES.

a. Company Commanders are responsible for preparing OPREPs in the proper format for incidents that involve soldiers (and family members) assigned to their units, ammunition/equipment for which they are accountable for, or which have an operational impact on the company/detachment. Refer to the references in paragraph 1 for a specific listing of incidents that require an OPREP.

b. LEC S-3.

(1) Initiate OPREPs for incidents that involve DA/DoD civilians assigned to the LEC, or which have an operational impact on the battalion as a whole.

(2) Forward all draft OPREPs to the LEC XO for review, and forward approved OPREPs to the FLW EOC via email.

(3) Maintain a tracking log for all OPREPs originating from this command.

c. LEC XO. Reviews OPREPs for sufficiency and proper format, and ensures that all other reporting requirements (SIR, CIR) are met.

d. I am the release authority for all OPREPs originating from this command.



CHARLES A. WILLIAMS
LTC, MP
Commanding